



Post Secondary Summer Student Instructions

Are you Eligible to Apply?

To be considered for a summer student position within our organization, applicants must meet the following criteria:

- 1. Previous Academic Year Enrollment (Fall 2025 – Spring 2026)**
Enrollment in a post-secondary institution (e.g. College, University, Trades School) during the Fall 2024 – Spring 2025 academic year is preferred but not required.
- 2. Mandatory Future Enrollment (Fall 2026 – Spring 2027)**
Applicants must be intending to return to or commence full-time studies in a post-secondary program during the Fall 2026 – Spring 2027 academic year.
- 3. High School Student Eligibility**
These specific positions are not available to high school students, unless enrolled in a post-secondary program for the Fall 2026 – Spring 2027 academic year. We encourage high school students to explore alternative opportunities within our organization.

Application Considerations:

Primary Consideration

Applicants demonstrating both a return to full-time studies in the Fall of 2026 and enrollment during the previous academic year (Fall 2025 – Spring 2026) will be given priority.

Secondary Consideration

Applicants who meet the mandatory future enrollment requirement (Fall 2026 – Spring 2027) but did not attend post-secondary in the Fall 2025 – Spring 2026 period will also be considered, with preference given based on their available start date and overall application strength.

Instructions for Completing your Application:

Your application should be organized as follows: Application Form, Cover Letter, Resume, and if applicable, Proof of Post-Secondary Enrollment.

Contact Information

Please submit your online application. We will only contact those applicants who are selected for an interview.

We are reviewing applications on a continuous basis and encourage interested candidates to apply at their earliest convenience. Early applications are preferred as positions may be filled before a specified deadline, with interviews continuing until all vacancies are filled.

Operations and Facilities Division

Engineering Summer Student

Hourly Rate: \$18.94/hour
Hours of Work: 40 hours/week

The incumbent will provide support to the Town's Operations and Facilities Manager, Transportation Superintendent, and Environmental Superintendent. Assignments will include survey work, including setting grades, collection data and condition assessments of the Town's assets, such as sidewalks, signage, etc., providing support for the GIS system and assisting on locates for Town owned utilities.

Student Parks Labourer

Hourly Rate: \$18.94/hour
Hours of work: 40 hours/week

The incumbent is responsible for completing various works related to maintenance of the Parks and Cemetery Department, including raking and cleaning parks, cemeteries, and boulevards; plot and flower bed preparation (edging, filling, tilling, and raking; planting, weeding, watering, and cultivating flowers; cutting grass and trimming hedges; landscaping, and other duties as assigned.

Student Labourer – Waterworks (Water Distribution and Wastewater Collection)

Hourly Rate: \$18.94/hour
Hours of work: 40 hours/week

The incumbent is responsible for assisting the Waterworks crew with a variety of physical labour tasks including but not limited to assisting with exercising valves, assisting with projects as required, and other duties as assigned.

Student Public Works Labourer (NOT HIRING FOR 2026 Season)

Hourly Rate:
Hours of work:

The incumbent is responsible for assisting the Public Works crew with a variety of physical labour tasks including but not limited to assisting with building curbs and sidewalks, patching potholes, cutting brush in ditches, and other duties as assigned.